



City of Collegedale Design Review Process

Review Steps

STEP 1

Is the Land Use Permitted?

Verify that the proposed use of the property is permitted in the zoning district by contacting the Planning Department for confirmation.

STEP 2

Is a Review Required?

Does the project consist of interior remodeling only?

Does the project consist of routine maintenance?

Routine maintenance includes such activities as painting, gutter repair, or replacing roof shingles or lighting to match the existing that will not change the building's appearance.

If you answered “Yes” to either of the above questions, the project is exempt from review by these guidelines. However, you will need a building permit if you project cost is over \$1,500.

If you answered “No” to the questions above, or are uncertain whether the project requires review, proceed to next step.

STEP 3

Consult with the Staff. Before making formal application, you shall consult with the Collegedale Planning Commission staff regarding conceptual designs of the proposed project. You may contact the Collegedale Planning staff at 423-396-3135.

Please have the following information ready when you call:

- Address where the project is located
- A brief description of the proposed project (new construction, demolition, addition, exterior alteration)
- Estimated cost range

STEP 4

All site plans, building elevations, and site and building sections should be drawn to scale. The following information **shall** be submitted along with the completed application form. **Projects will not be reviewed by the Staff until all required drawings have been submitted.**

- A Vicinity Plan showing the project in relation to the surrounding area within 1000 feet of the site. The plan should include building footprints, streets, access points, and parking areas.

- A Site Plan that shows vehicular access, parking (including the number of spaces), service areas and Dumpsters, conceptual landscaping, property lines, building footprints, topography lines at a minimum 2-foot contour interval for finished grade, and areas of cut and fill.
- Elevation Drawings of the front, sides, and rear of each building where construction activity will take place. Drawings should show all openings (windows and doors), texture, color and materials shown by illustrations or annotation, and any other architectural features.
- Site and Building Section Drawings illustrating how the proposed building or addition and the site would appear in cross-section.
- Landscaping Plan showing location, number and type of plant materials.
- Signage Plan showing the location of all signs, dimensions (including setbacks from property lines), text and graphics. For commercial buildings with multiple tenants, a signage plan for the entire structure is required. This plan shall allocate signage for all potential tenant space (see sign ordinance for specific details).
- Exterior Lighting Plan showing fixture locations, specifications, and lighting levels.
- Physical samples of Materials and Photographs of the project site.
- Floor Plans, Perspectives, and Axonometric are encouraged, but not required.

STEP 5

Staff Classifies the Project. After receiving the application, the Staff will determine whether the project requires review by the Design Review Commission or Staff Review only.

Review by the Design Review Commission (DRC)

The Design Review Commission must review all applications for:

- New construction of primary structure, outbuildings, or garages;
- Additions (including drive through windows);
- Parking lots or parking structures;
- (d) Any applications referred by Staff that does not clearly meet standards.

Staff Review Only

Staff approval may be provided for all other work that meets the design standards. This may include signs, awnings, fences or retaining walls, window and door changes, and landscaping.

STEP 6

Staff Review Only

Within 10 working days of receiving your application and all required information, the staff will contact you with an approval as submitted, an approval with changes, or a denial. If you are dissatisfied with the staff's decision, you may request to have your project considered by the Design Review Commission within 30 days of the of staff decision.

Review by the Design Review Commission (DRC)

Commission review still requires an initial contact with the staff to ensure that you have the appropriate information to enable the DRC to make an informed decision. This information must be submitted by the 20th of the month preceding the DRC monthly meeting to allow the staff adequate time to prepare your case.

Public Notice

By law, reasonable notice must be given to the general public of all Design Review Commission meetings and projects to be considered. The staff will give the applicant a yellow public notice sign. This sign must be posted on the project site by the applicant at least one week prior to the DRC meeting date and must be visible from the public street. Failure to post the sign may result in a one month delay. Applicants are expected to attend the DRC meetings to answer any questions about their project.

STEP 7

City Technical Review and Building Permits

The Staff will send written notice of your project's status, including any conditions placed on the project by the Design Review Commission. You may then contact the City Codes Enforcement Officer at 423-468-1868 to obtain appropriate construction permits.

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